



# LetterRip<sup>TM</sup>

## Email Admin User's Guide

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## Introduction

This guide provides information about using email to manage a mailing list running on a LetterRip Server.

Using email administration, you can

- ◆ perform all the major tasks needed for administration of mailing lists like adding and removing subscribers
- ◆ execute multiple commands with one email message

Email administration is a convenient way to manage a mailing list. You can send email from any email account anywhere in the world. A password prevents unauthorized access.

## Requirements

Managing a mailing list using email is an option that is enabled by the administrator of the mailing list server.

In order to manage a mailing list using email:

- ◆ Email administration must be enabled for the list
- ◆ You must know the password
- ◆ You need to be able to send email to the mailing list server

Contact the administrator of the mailing list server for more information on the above requirements.

## Sending a command message

You send email to the mailing list server to execute commands.

The subject of the message must be the password. Only the password must appear in the subject. It is important that the password matches exactly. For example, if the password is `LetMeIn`, then `LETMEIN` would not work.

The message should be sent to the requests address for the mailing list.

The body of the message contains the commands. The body can contain as many commands as you like.

Following is an example message that would add a subscriber and then get the current number of subscribers:

```
To:      requests@lists.fogcity.com
Subject:  MyPassword
```

```
subscribe person@fogcity.com My Name
count
```

## Getting a response

After the mailing list server receives a command message and processes it, the server responds with a message confirming the commands.

For example, a response to the example message given in the previous section might look like this:

```
From:      requests@lists.fogcity.com
Subject:    Command Confirmation

>subscribe person@fogcity.com My Name
  MyList - Added to subscribers.
>count
  MyList - Subscribers: 10   Digest: 15   Total: 25
```

Any errors are noted in the confirmation message.

## The commands

This section describes the rules for command messages.

- ◆ The body of the message can contain multiple commands.
- ◆ Each line contains one and only one command.
- ◆ Extra spaces are not permitted in a command line.
- ◆ Each command can be in upper or lower case.

The following table lists the commands.

Command	Description
<code>subscribe Address Name</code>	Adds Address to the list of subscribers. If the address is already in the digest list, it is first removed from the digest list. If the address is already in the subscriber list, it is not added. Name is optional.
<code>digest Address Name</code>	Adds Address to the list of subscribers to the digest. If the address is already in the subscriber list, it is first removed from the subscriber list. If the address is already in the digest list, it is not added. Name is optional.
<code>unsubscribe Address</code>	Removes the address from the subscription list and/or the digest list.
<code>count</code>	Returns the number of subscribers on the normal subscription and the digest subscription.
<code>change OldAddr NewAddr Name</code>	Changes the address of a subscriber. Name is optional.
<code>who</code>	Returns a list of subscribers and digest subscribers. A separate message is sent for each list of subscribers. Lists of greater than 5,000 subscribers are not returned.
<code>find FindString</code>	Returns a list of the subscribers with email addresses that contain FindString.
<code>help</code>	Returns a help message describing these commands.
<code>quit</code>	Stops further processing of the message. This allows a signature to be ignored.

The following table lists the alternate names for each command.

Command	Synonym
subscribe	sub, add
digest	dig, sub dig, subscribe digest
unsubscribe	unsub, rem, remove, del, delete
count	cnt
change	chg
find	fnd
help	hlp